



# Contract For SOG Manager / Gardening Coach

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

## Services to be provided by the Contractor

The Contractor agrees to perform the role of a SOG Garden Coach and Horticultural Therapist for the Senior Organic Gardeners' program in accordance with the description in Appendix A.

## Communication and Responsibility

Steering Committee member of COG OSO for SG will be Project Manager and the primary contact on behalf of COG regarding the contract.

## Term of Contract

The term of contract shall be from \_\_\_\_\_, with option to extend, should funding allow.

## Completion of the contract

The completion of the services described herein will constitute the end of the contact.

## Fees and payment.

The Contractor will be paid \$\_\_\_\_\_ per hour up to \_\_\_\_ hours. If the contract is terminated by COG SOG, the organization will pay the Contractor a sum representing the work already carried out. If the contract is terminated by the Contractor, he/she will submit to COG SOG a report detailing the work already carried out and the expenses incurred.

## Expenses

Expenses related to the project will be reimbursed subject to prior approval by COG SOG (either by expense or by total amount).

Mileage from the Contractor's place of work (home office) to and within auxiliary worksites will be reimbursed at a rate of \$0.56/km.



## **Personal Execution**

The Contractor must personally fulfill the obligations and functions specified in the contract and may neither call on the services of a third party nor relinquish his/her interest in this contract unless he/she is expressly authorized to do so by COG SOG.

## **Confidentiality**

For the duration of the contract and for a further period of three months, the Contractor undertakes not to express in writing or publicly any views on the services provided under this contract without previously obtaining authorization of COG SOG.

## **Termination**

Either party may terminate the contract with written notice. The party wishing to withdraw must send to the other party a written notice specifying the reasons for termination, as well as the neffective date of termination, at minimum ten (10) working days prior to the effective date of termination.

## **Modification**

This contract can be modified at any time according to the previous agreement of both parties. Any modification to be valid must be part of a document named "Modification" signed by both parties.

## **Terms and Conditions**

This contract does not constitute an employee/employer relationship.  
The contractor is an independent operator.

## **Jurisdiction**

This contract will be interpreted according to the laws of the Province of Ontario.  
In witness whereof the parties have executed this Agreement.

Dated at Ottawa this \_\_\_\_\_ day of \_\_\_\_\_

Signed and delivered in the presence of: \_\_\_\_\_



## Senior Organic **GARDENERS**

# Contract Appendix A

## General Description of Duties

The SOG Manager/ Gardening Coach will plan and deliver the SOG program for the gardening groups detailed in the project description (Appendix B). Content will be determined by the seniors participating in the garden groups.

The SOG Manager/ Gardening Coach will manage & track budget expenditures and acquire materials for gardens and workshops according to the SOG budget as directed and guided by the SOG Director (Member of COG OSO Steering Committee). Regular weekly communications between the SOG Director and Manager as agreed together. The SOG Manager/Garden Coach will use outside services such as workshop presenters, social workers, gardeners as needed.